



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



July 15, 2016

GOM 2016-20

TO: High School Counselors
Financial Aid Administrators

FROM: Catalina G. Mistler 
Chief, Program Administration & Services Division

SUBJECT: **FAFSA - California Dream Act Application Corrections**

This Operations Memo from the California Student Aid Commission (Commission), provides information on how to make corrections for Cal Grant applicants who were incorrectly processed using the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA).

The following process has been established for financial aid administrators and high school counselors to notify Commission staff when they identify a student that was processed with the wrong financial aid application:

1. Notify and encourage the student to complete the correct financial aid application.
2. Complete (or have the student complete) the newly created [Application Conversion Form \(G-55\)](#) to inform Commission staff of the incorrect processing of the student's financial aid application. This will prompt reprocessing of the student for award consideration using the correct financial aid application.
3. Commission staff will contact you when the student's award has been reprocessed. Please verify that the student has been successfully processed with the correct financial aid application in WebGrants.

Identified below are some of the most common scenarios where a student may have completed the wrong financial aid application and must be reprocessed:

- AB 540 student completed the FAFSA using a SSN issued through the Deferred Action for Childhood Arrivals (DACA), but should have completed a CADAA.
- AB 540 student completed the CADAA. However, the student gained United States citizenship or became a permanent resident as a green card holder. This student is now eligible to complete the FAFSA.
- AB 540 student completed more than one CADAA.
- AB 540 student completed both a CADAA and a FAFSA.

The Commission appreciates your help in reminding students, who have a DACA issued SSN, to complete the CADAA and not the FAFSA. In addition, a student's DACA SSN should not be used to upload a GPA.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

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